

RICHMOND POLICE DEPARTMENT



11-12

EXECUTIVE PROTECTION UNIT (EPU) OPERATING MANUAL

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Chief of Police or Designee

4/10/2008

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PURPOSE

The Executive Protection Unit is assigned to provide security and protection services to the mayor of the City of Richmond [and his family if designated], provide security to any other dignitaries as designated, and to protect against any harm or embarrassment to the mayor in the facilitation, travel and daily movement.

POLICY

It is the policy of the City of Richmond Police Department to enforce all federal, state, and local laws. The Executive Protection Unit will work closely with other state, local, and federal agencies to provide protection for the mayor and other visiting dignitaries. Executive Protection Unit Detectives will be responsible for conducting proper advances of all scheduled and unscheduled activities and meetings regarding the Mayor. The Executive Protection Unit will address and assess all threats to the Mayor, and will work with the Criminal Intelligence Unit in all pertinent cases.

PROCEDURE

It is the responsibility of the supervision or its designee to coordinate scheduling with the Mayor's staff in order to facilitate travels and appointments of the Mayor. Supervision or its designate will oversee daily operations to insure adequate facilitation and security coverage.

VIP SECURITY PLAN

The EPU Supervisor or designee will coordinate the handling and movement of designated VIP's visiting the City of Richmond. The EPU Supervisor or designee will establish communication with the contact person of the each designated VIP and ascertain all pertinent information pertaining to the VIP visit; including but not limited to the itinerary if feasible. The EPU Supervisor or designee will see that the VIP movement is covered, per the protocol of the unit.

The protocol will consist of coverage from the point of contact to the point of departure as determined.

Each assigned EPU Detective will have access to the ear piece, blackberry, any other needed communication device, body armor, unit issued weapon, and all other pertinent equipment while covering security for visiting VIP's. The EPU Supervisor or designee will secure vehicle transportation of the VIP when needed. All vehicles shall be light and siren equipped when feasible. Each vehicle used for transportation of VIP's will include gas mask, fire extinguisher and first aid kit, bottle water, and EEG.

Each event will be covered by an advance at each location where the VIP is scheduled to appear. If feasible all non-itinerary (OTR) will be advanced also. EPU Detective performing the

advance will be sure that all viable information on location is gathered and relayed to the other EPU Detectives including, but not limited to the following:

- Routes to and from locations
- Egress and Ingress points
- Emergency egress points
- Routes to the nearest medical facilities from each location
- The designated hard room for emergencies
- Location of primary and secondary vehicle placements

In the event of the VIP visiting other jurisdictions while being covered by the RPD EPU, the EPU Supervisor or designee will notify the jurisdiction and maintain communication about the events and where assistance if any is needed. EPU Advance Detective will make sure information is shared on the identification of the EPU Detectives and the RPD EPU lapel pin so that identification is readily made.

Regarding events pertaining to the US Secret Service jurisdiction (ie foreign dignitary, Queen of England), the EPU Supervisor or designee will attend the US Secret Service briefing in order to maintain cohesiveness with their movement and procedures. The EPU Supervisor will obtain all pertinent information regarding the event to pass on to the unit. If such a case occurs in which the EPU Supervisor or designee does obtain a briefing with the US Secret Service pertaining to the event, the EPU Supervisor or designee shall contact the US Secret Service SAC or Detail Leader to get updated on the event and protocol.

PERSONNEL

The Executive Protection unit consists of ten detectives under the supervision of a sergeant and/or lieutenant. The EPU is a permanent, full-time unit within the Office of the Chief of Police under the command of the Chief of Staff.

TRAINING

Each EPU Detective will be trained in CPR and other life saving techniques to include the AED. Each EPU Detective will be required to attend and pass the Law Enforcement Officer Flying Armed Training Course. Each EPU Detective will be required to qualify with their issued firearm every six months, and must also shoot the EPU Course every three months. Each EPU Detective must qualify with the departmental issued shotgun every six months. Each EPU Detective is required to have available their issued body armor, firearm, and all communication devices during working hours. Each EPU Detective will receive specialized executive protection/dignitary protection training by any qualifying school or agency.